

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 004C

January 4, 2006

POSITION: Case Manager Coordinator

DEADLINE TO APPLY: Open Until Filled

CLASSIFICATION: Case Manager Coordinator

DEPARTMENT: River City Correctional Center

LOCATION: 3220 Colerain Avenue
Cincinnati, Ohio 45225

WORK HOURS: 70 bi-weekly, Monday - Friday, 8:00 a.m. - 4:00 p.m.

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$16.96 during probationary period and \$17.85 after probationary period

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

A bachelor's degree from an accredited institution in the social/behavioral science field, in social work, counseling, psychology, or criminal justice, plus a minimum of three years experience in correctional treatment practices. A working knowledge of the criminal justice system and chemical dependency treatment is required for this position. Supervisory experience preferred. NOTE: Applicants must pass polygraph/psychological testing. Must be a resident of Hamilton County or willing to relocate within six months.

Listed below are the LICENSE/CERTIFICATION REQUIREMENTS of the department:

Licensed as an Ohio Chemical Dependency Counselor, Professional Counselor or Social Worker.

Listed below is a brief summary of the JOB DUTIES:

Supervises and oversees program operations in the absence of the Clinical Supervisor. Assists Clinical Supervisor with daily programming. Manages all aspects of individual caseload and individual case records and program records as assigned. Performs crisis intervention services. Provides assessment of resident needs/risks to determine treatment plans. Assists residents' personal hygiene and related activities of daily living. Provides monthly treatment updates to Judges and Probation Officers. Performs intake procedures for new residents which involves familiarizing these residents with rules and regulations of the facility. Provides daily positive interaction with resident population. Develops and maintains effective working relationships with various treatment facilities and with the general public. Coordinates and implements individual and group counseling services to residents. Performs drug and alcohol screens when assigned. Attends staff meetings and other related meetings as required. Prepares written reports. Makes court appearances as designated. Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility. Conducts home and/or employment visits if needed. Transports residents to community resources as needed.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.